Council of Deans—Minutes

Date: Tuesday, March 6, 2012                                    Time: 3:00 p.m.
Location: Administration Board Room

**Members and Staff Representatives present:**
Gary Buckley, Interim Dean, School of Science and Technology
Buddy Odom, Dean, School of Business
Von Underwood, Dean, School of Liberal Arts
Ronna Vanderslice, Dean, School of Education and Behavioral Sciences
Susan Camp, Director, CU-Duncan
Karla Oty, Director, Institutional Research, Assessment, and Accountability
Sherry Young, Director, Library Services
Linda Phillips, Registrar
John McArthur, Provost
Elizabeth Hall, Assistant to the Provost

**Members absent:**
Sylvia Burgess, Associate Vice President for Academic Affairs
Debbie Goode, Director, Information Technology Services

1. Approval of Council of Deans Minutes –February 7, 2012 Meeting (Handout) –
   **Approved.**

2. Announcements and Information Items

   a. General Interest

      i. 2012 Invitational Summit on Remedial Reform- April 12, 2012.

         Dr. McArthur let the group know that he will attend with AVP Jamie
         Glover, Dr. Gregory Herring, Dr. Jennifer Dennis, Dr. Margery Kingsley,
         and Dr. Karla Oty. He will report back to the committee regarding the
         outcome of the summit.

         He also noted that on April 4, 2012, there will be a Common Core meeting
         in Tulsa. Dr. Kingsley will be attending and Dr. Becky Easley will attend
         on behalf of Dr. Herring.

   b. Notification of Student for Faculty Absences

      Provost McArthur explained that this discussion was prompted by a student email
      to Josh Lehman. Students hope to make it mandatory for instructors to send out a
      message if they will not be having class so that students will not have to make the
      drive to campus.

Dr. McArthur is not advocating use of the ECS system for student notification for a single class, though he does feel that the faculty or chairs should try to do more to notify the students other than post a sign on the classroom door.

The group suggested that the faculty member or chair go into Aggie Access and use the function "email class" or use Banner.

c.  Call for Applications- Faculty in Residence (Handout)

If there are any questions regarding the Faculty in Residence applications, please be in touch with either Dr. McArthur or Charlie Parker. Previous faculty members in residence are John Bachelor, Paul Crandon, and Justin Walton.

d.  Candidate Selection and Interview Process (Handout)

Dr. McArthur encouraged the deans to make sure that their interview process is accessible to all. The probationary period letter will be sent to employee, chair, dean, and Provost and will explain when the employee can apply for tenure and promotion.

Provost McArthur showed the group the packet of materials that he is sending to the Dean of Science and Technology candidate finalists. He suggested to the deans and directors that these might be good materials to send to faculty position finalists.

e.  Update on Dean of Science and Technology Search

Dr. McArthur reported that the search is going well and that he has been quite pleased with the work that the screening committee has done.

f.  Student Computer Laboratory Software Request (Handout of draft statement)

Dr. McArthur explained that ITS is looking for some feedback. The due date in the initial draft was set to coincide with the deadline that the faculty must make for textbook requests. His concern was that the due dates by which faculty must make a decision and request might be too early. He asked the group for feedback about the due dates.

Dr. Buckley suggested that the due dates be about 6-8 weeks before the start of the semester. Two of the three proposed due dates seem to fit that time frame, but the deadline for requesting software for the fall semester could be adjusted. The due date cannot be too far ahead of the start of classes as software can drastically change or be upgraded with a longer timeframe.

The group decided that June 15 would be a good due date for software requests for the Fall semester.

Provost McArthur let the group know that he would provide to ITS suggestions for how to soften and shorten the document. He acknowledged that setting these deadlines for software requests will be helpful for student technology fee budgeting purposes.

    g. Council of Deans Input on Plan 2013 Update- Due March 16 to the IRAA office (Handout)

Dr. Oty gave the committee an overview of the document draft. She explained that she is looking for items that she has missed that the Council of Deans has done that would fit into the document. She has not been given a deadline by which this needs to be submitted, but she has set her own deadline for March 16. Dr. Oty told the group that she would like to have all input by then, but if needed, the committee members could continue to send her input after March 16. She said that she would take input electronically, in print, or hand-written onto the distributed document. Deans may share this document with chairs.

3. Standing Agenda Items

    a. Academic Festival Update

        i. Next Festival Speaker, Stanley McChrystal, Gen. (Ret.), is coming to Cameron on March 15, 2012.

Dr. McArthur told the group that the talk will be simulcast into CETES and that there is currently a waiting list of about 200, but that Public Affairs is still taking more reservations. He encouraged that students attend the student session, if possible.

In conjunction with the Academic Festival, the Art Department is hosting Dr. Hiebert on March 27. There are plans for Sodexho to provide a "Taste of Afghanistan" lunch before the talk. The lunch will be for students.

Provost McArthur said that Cameron will probably start the topic selection and planning process for the next Academic Festival in Fall 2013.

    b. Assessment Activities Update

Deans need to send names of students signed up for the CAAP test to Director Oty.

Dr. Oty reported that the General Education Roundtables are done and that they went well. She told the committee that the IAC survey results have come in and

that IAC will be discussing these results soon. The response rates for the survey were good. IAC chair, Benson Warren, will be talking to Faculty Senate on Friday about assessment. Dr. Oty also mentioned that the orphan meetings are almost done.

IAC is thinking of running assessment workshops in April.

Dean Vanderslice reported that the CAEP transition will go into 2014 and has been public.

Provost McArthur told the group that picking our campus HLC project will be the next big institutional project. He said that in the April, May, and June Council of Deans meetings we will need to look at accreditation planning and response to the new criteria.

c.  Retention and Graduation Rate Project Update

Provost McArthur thanked the committee for its input on persistence grants usage.

Dean Vanderslice stressed that deans and department chairs need to get their major lists right.

Dr. Oty reminded the group not to focus on the numbers, but rather to focus on why you are losing students.

d.  Early Alert Usage Update

| Semester | Unduplicated Instructors | Total Unduplicated Instructors | Percent of Instructors Using Early Alert |
|---|---|---|---|
| Fall 2010 | 144 | 345 | 41.7% |
| Spring 2011 | 121 | 346 | 35.0% |
| Summer 2011 | 42 | 152 | 27.6% |
| Unduplicated Fall 2010 - Summer 2011 | 172 | 396 | 43.4% |

| Semester | Unduplicated Instructors | Total Unduplicated Instructors | Percent of Instructors Using Early Alert |
|---|---|---|---|
| Fall 2011 | 231 | 365 | 63.3% |
| Spring 2012 | 188 | 355 | 53.0% |

Dr. Oty explained that she has not seen many requests for Administrative Withdrawals at this point. Those that she has seen have been mostly behavioral. She also told the deans that if they would like lists of faculty members who are using Early Alert, to please contact her.

e. Cameron Guarantee and Institutional Transparency Update

Dr. Oty let the group know that budget items are all posted, except for one.

f. Legislative Update

Provost McArthur let the group know that the House of Representatives voted to overturn a clause from the Higher Education Act that required distance learning registration from every state. Seat time would have a federal definition rather than a regional one as it is now.

g. Around the Table for Announcements

Von Underwood, Dean, School of Liberal Arts
- The DaVinci Institute Award Banquet will take place during Spring Break. If someone wants to go, please let him know. "Innovative Thinking" is the topic of the keynote talk.

Linda Phillips, Registrar
- Summer and Fall 2012 schedules should be available in Aggie Access no later than Tuesday.

Susan Camp, Director, CU-Duncan
- On Friday, March 30, the CU Percussion Ensemble will be performing at CU@SC.

Sherry Young, Directory, Library Services
- The librarians are learning Collaborate for making videos on library instruction.

Buddy Odom, Dean, School of Business
- The School of Business had its first candidate of the hiring season in this week.

John McArthur, Provost
- He met with the executive director of OCAST. OCAST is considering a regional hubcast and is considering Lawton as a regional hub. They are hoping to do matchmaking with companies applying for OCAST and regional faculty who provide training in areas that the companies need. Science and Technology will probably have the most payoff. He will keep the committee posted.

4. Upcoming Meetings and Events
    a. Council of Chairs – 3:30 p.m. on Tuesday, March 13, 2012
    b. Council of Deans – 3:00 p.m. on Tuesday, April 3, 2012
    c. Regents Meeting Dates (for curriculum proposal purposes)
        i. The University of Oklahoma Board of Regents

| Board Meeting Dates | Topics Due | Agenda Items Due | Location |
|---|---|---|---|

| March 28-29, 2012 | Feb. 8 | Feb. 20 | Norman |
| --- | --- | --- | --- |
| May 10-11, 2012 | March 15 | March 15 | Norman |
| June 25-27, 2012 | | | Ardmore |
| September 19-20, 2012 | | | Tulsa/Claremore |
| October 24-25, 2012 | | | Lawton |
| December 6-7, 2012 | | | Norman |

     ii. The Oklahoma State Regents for Higher Education
        1. Friday, May 25, 2012 - 9 a.m.
        2. Thursday, June 21, 2012 - 9 a.m.
        3. Thursday, September 6, 2012 - 9 a.m.
        4. Thursday, October 25, 2012 - 9 a.m.
        5. Thursday, December 6, 2012 - 9 a.m.
   d. Academic Festival Speaker – Stanley McChrystal, Gen. (Ret.) – March 15, 2012
   e. Faculty Scholarship Exhibit: April 16-20, 2012 in the Library Reading Room
   f. Ft. Sill Graduation- April 26, 2012 in Snow Hall
   g. Graduate Hooding Ceremony – Sunday, April 29, 2012, 2:00 p.m.
   h. Commencement- May 4, 2012

5. New Business

Faculty Engagement- Food

Provost McArthur explained to the committee that Cameron is trying to stimulate appropriate faculty engagement with students outside of the class. How do we create co-curricular discussions? He suggested that perhaps we offer daily faculty discounts in the cafeteria. Maybe the discounts are given by area or school. Perhaps there could be topic tables or club sponsorship days? UNIV 1001 instructors could take their students to lunch. Adjuncts could possibly be given tickets for faculty and students. Perhaps the students could be given the tickets if they can get the faculty to eat with them. Meet 'n' Greets?

Dean Underwood and Dr. Oty both expressed concern over fraternization.

Dean Buckley felt that doing this as a group would be better. He also mentioned that some of the group areas across campus (mostly in Science and Technology) are already encouraging this sort of faculty engagement.

Dr. Oty suggested that professors could hold office hours in the McMahon Centennial Complex or in Math Lab and they could have refreshments. She is wary about "picking students". If students are chosen to participate in lunch or other types of faculty engagement, the students must be picked at random or by certain criteria.

Provost McArthur expressed desire to use the Cameron Exchange. He also suggested that Academic Affairs could give SGA tickets and they can pick the professor or administrator with whom to have lunch.

Dean Underwood suggested that there could be an "Essential Conversations" meal, perhaps in the Centennial or Wichita Room, close to the cafeteria.

Dr. McArthur also mentioned that there are many rooms that could be used in the MCC and asked the group to please continue to think of fun things that we can do in Academic Affairs to encourage appropriate faculty-student interaction.

The council also discussed Capital Budget requests, which are due tomorrow. Several members of the committee expressed concern over the difficult process of getting a price quote and doing a work order for computer purchases.